

## 672.2

### PURCHASING

The function of purchasing is to serve the educational programs by providing the necessary supplies, equipment, and services. The CESA #9 Board of Control declares its intention to seek maximum educational value for every dollar expended. A contract or purchase order shall be used to carry out purchasing activities. This includes all purchasing of non-capital objects and capital objects.

The CESA #9 Board of Control assigns the CESA Administrator the responsibility for the quality and quantity of purchases made **in the best interests of the Agency**. The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary limitations and that they be consistent with the approved educational goals and program grants of the Agency. The Fiscal Administrator, upon consultation with project directors, will make sure the funds are available for the specific purchase within the program. The Agency Administrator **may utilize expertise outside the Agency when developing and analyzing requests for proposals and** will have final approval of the purchase. Items purchased without approval will be the financial responsibility of the individual making the purchase.

#### Purchasing Criteria:

- A. ~~Best possible~~ **High** quality
- B. ~~Lowest possible~~ **Reasonable** cost
- C. Specification of the user
- D. Availability when needed
- E. ~~Least possible expenditure of time to acquire the purchase~~ **Ease of acquisition**

Tentative Approval: February 3, 1988

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